

AGENDA BILL

Beaverton City Council Beaverton, Oregon

SUBJECT: Contract Award for T-Shirts, Sweatshirts
and Other Uniform Apparel, Requirements
Contract

FOR AGENDA OF: 10-15-13 **BILL NO:** 13231

Mayor's Approval: Danny Dyer

DEPARTMENT OF ORIGIN: Public Works P

DATE SUBMITTED: 09-26-13

CLEARANCES: City Attorney CM
CAO RME
Purchasing JK
Finance Hollie

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS: 1. Evaluation of Proposers

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$22,000	BUDGETED \$126,750*	REQUIRED \$0-

Account Number 361 - Uniforms and Special Clothing. City-wide, the FY 2013-14 Adopted Budget includes \$126,750 for various uniforms, safety gear, and logoed apparel, of which the largest portion of this appropriation is designated for formal Police uniforms and safety gear in Public Works. On average, the City annually spends about \$22,000 for the various logoed apparel items that would be purchased under this proposed contract award.

RECOMMENDED ACTION:

The City Council, acting as Contract Review Board, awards a contract for the remainder of FY 2013-14 to Beyond Uniforms & Apparel of Hillsboro, Oregon, in the amount not to exceed \$22,000 to provide T-shirts, sweatshirts and other uniform apparel, renewable for four additional one-year periods at the City's option through FY 2017-18 based on Council's approval of future budgets and City Attorney's approval of contract form.

HISTORICAL PERSPECTIVE:

The City provides various apparel items necessary to perform job functions and to identify City workers in the field. Most of these apparel items are regulated through the two bargaining unit contracts and each item includes the embroidered City logo in a visible location. For example, a staff member working in the Public Works street crew is provided a hat, a jacket, raingear, and a maximum of five shirts of which two can be sweatshirts and the balance can be either polo shirts or T-shirts.

In the past, the City of Beaverton has utilized Washington County's existing apparel clothing contract. This contract is now expired and the City has elected to conduct its own proposal process.

INFORMATION FOR CONSIDERATION:

The City issued a Request for Proposal (RFP) for T-Shirts, Sweatshirts and Other Uniform Apparel Requirements Contract, which advertised on June 7, 2013, in the Daily Journal of Commerce and which closed at 2:00 PM on July 11, 2013. Fifty suppliers viewed and/or downloaded the RFP. Three proposals were received and evaluated (see Exhibit 1).

Staff evaluated the three proposals and scored them based on criteria that included ability, experience producing similar products and meeting quality and service levels, meets or exceeds product description and performance specifications and price. Staff found that Beyond Uniforms & Apparel, of Hillsboro, Oregon, was the highest ranked proposer. The City has used Beyond Uniforms & Apparel (formerly Adventures in Advertising) over the past three years and has been very satisfied with the customer service and quality of workmanship.

T-Shirts, Sweatshirts and Other Uniform Apparel, Requirements Contract #2784-13B

Closed: July 11, 2013 at 2:00 PM

BEYOND UNIFORMS & APPAREL of Hillsboro, OR

Evaluation Factor	Max Points	Reviewer 1	Reviewer 2	Reviewer 3	Average
Signature Page	PASS/FAIL	Pass	Pass	Pass	Pass
Transmittal Letter	PASS/FAIL	Pass	Pass	Pass	Pass
Ability & Experience Producing Similar products and meeting Quality and Service levels	35	35	35	34	34.67
Meets or Exceeds Product Description and Performance Specifications	25	25	25	24	24.67
Pricing	20	16	18	18	17.33
Total Points	80	76	78	76	76.67

INTERNATIONAL PROMOTIONAL ITEMS of Elk Grove Village, IL

Evaluation Factor	Max Points	Reviewer 1	Reviewer 2	Reviewer 3	Average
Signature Page	PASS/FAIL	Pass	Pass	Pass	Pass
Transmittal Letter	PASS/FAIL	Pass	Pass	Pass	Pass
Ability & Experience Producing Similar products and meeting Quality and Service levels	35	10	15	30	18.33
Meets or Exceeds Product Description and Performance Specifications	25	5	15	18	12.67
Pricing	20	18	20	20	19.33
Total Points	80	33	50	68	50.33

T-Shirts, Sweatshirts and Other Uniform Apparel, Requirements Contract #2784-13B

Closed: July 11, 2013 at 2:00 PM

ASK THE REDHEAD of Portland, OR		Evaluation Factor	Max Points	Reviewer 1	Reviewer 2	Reviewer 3	Average
Signature Page			PASS/FAIL	Pass	Pass	Pass	Pass
Transmittal Letter			PASS/FAIL	Pass	Pass	Pass	Pass
Ability & Experience Producing Similar products and meeting Quality and Service levels			35	10	15	30	18.33
Meets or Exceeds Product Description and Performance Specifications			25	5	15	20	13.33
Pricing			20	17	18	19	18.00
Total Points			80	32	48	69	49.67